

ORDER SUPPLIES OR SERVICES					PAGE 1 OF 5	
2. PROC INSTRUMENT ID NO (PIIN) F33657-97-D-2008 <small>Mark all packages & papers with this number.</small>		3. CALL ORDER NO 0016	4. DATE OF ORDER MAR 3 1 1998	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO. 6137/RAP	6. CERTIFIED FOR NATIONAL DEFENSE UNDER BDC REG 2/DMS REG 1 RATING	
7. ISSUED BY CODE FA8622 AERONAUTICAL SYSTEMS CENTER ASC/CDSK, BLDG 16 2275 D STREET WRIGHT-PATTERSON AFB OH 45433-7233 BUYER: TOM REASTER, ASC/CDSK, (937) 255-7003			8. ADMINISTERED BY CODE S2101A DCMAO, BALTIMORE ATTN: CHESAPEAKE 200 TOWSONTOWN BLVD, WEST TOWSON MD 21204-5299			
9. CONTRACTOR NAME AND ADDRESS CODE 4M057 SMALL BUSINESS ADMINISTRATION WASHINGTON DISTRICT OFFICE P O BOX 34500 WASHINGTON DC 20043-4500 SUBCONTRACTOR: HJ FORD ASSOCIATES, INC 1111 JEFFERSON DAVIS HWY, STE 808 ARLINGTON VA 22202-3235			FACILITY CODE 3X522 IF "9" FOR MULTIPLE FACILITIES SEE SECT "G" MAILING DATE MAR 3 1 1998	10. MAIL INVOICES TO 11. DISCOUNT FOR PROMPT PAYMENT 1ST N % DAYS NET DAYS 2ND % DAYS OTHER 3RD % DAYS IF "9" SEE SECT "B"		
12a. PURCHASE OFFICE POINT OF CONTACT AWY/A6F/ANC			13. PAYMENT WILL BE MADE BY CODE SC1030 DFAS-COLUMBUS CENTER DFAS-CO/CHESAPEAKE DIVISION P O BOX 182264 COLUMBUS OH 43218-2264 IF "9" SEE SECT "G"			
12b. RESERVED FOR SERVICE/AGENCY USE						
14. TYPE CONTRACTOR B		15. SECURITY a. CLAS S b. DATE OF DD 254 98FEB10				
16. CONTRACT ADMINISTRATION DATA A. FAST B. CONTRACT C. ABSTRACT RECIP D. SPL CONT E. CONT ADMIN PAY (1) KIND (2) TYPE FUNC LMT 6 9			17. RESERVED	18. SVC/AGENCY USE	19. SURV CRIT C	
					20. TOTAL AMOUNT \$96,518.56	
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE N						
22. TYPE OF ORDER	DELIVERY/TASK	X	NON-DOD CONTRACT NUMBER This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number.			
PURCHASE			REFERENCE YOUR FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN			
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.			23. UNITED STATES OF AMERICA Margaret Yarrington MARGARET YARRINGTON, Contracting Officer BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE 980325 (YYMMDD)			
25. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED			26. SHIP NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	27. D.O.VOUCHER NO	28. TOTAL	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	31. PAID BY	29. DIFFERENCES	
35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT					29. INITIALS	
SIGNATURE AND TITLE OF CERTIFYING OFFICER					32. AMOUNT VERIFIED CORRECT FOR	
36. RECEIVED AT	37. RECEIVED BY	38. DATE RECEIVED	39. TOTAL CONTAINERS	40. S/R ACCOUNT NUMBER	33. CHECK NUMBER	
					34. BILL OF LADING NUMBER	
					41. S/R VOUCHER NUMBER	

1. In accordance with the provisions of the basic contract F33657-97-D-2008, Special Contract Requirement H-013 entitled "Orders" and this delivery order 0016, the contractor shall provide acquisition logistics support in accordance with the attached Statement of Work (SOW) entitled "Acquisition Logistics Support for the B-1B System" as specified below at a ceiling amount of \$96,518.56.

2. SECTION B

<u>Item No</u>	<u>Supplies/Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0001	CLIN	1	\$ 88,143.77
	sec class: U	LO	\$ 88,143.77
noun: ACQUISITION LOGISTICS SUPPORT			
acrn: AA nsn: N			
site codes pqa: D acp: D fob: D			
pr/mipr data: GYDFS987200023			
GYDFS987200023-01			

type contract: Y

descriptive data:

A. The contractor shall provide acquisition logistics support in accordance with the attached SOW. This CLIN is for an estimated 2,344 hours and is fully funded in the amount of \$88,143.77

B. Listed below by prime/team members are the negotiated labor categories and corresponding estimated number of labor hours for each category:

<u>LABOR CATEGORY-</u>	<u>HOURS</u>
(Year 2-Period: 30 March 98-5 Dec 98)	
HJ Ford Off-Site Labor	
Program Managers	57
Admin Mgmt Assoc	49
Dyn Corp Off-Site Labor	
Project Manager	82
Admin Mgmt Assoc	41
Dyn Corp On-Site Labor	1,400
TOTAL CONTRACT YEAR 2 LABOR	1,629
<u>LABOR CATEGORY-</u>	<u>HOURS</u>
(Year 3-Period: 6 Dec 98-29 March 99)	
HJ Ford Off-Site Labor	
Program Managers	27
Admin Mgmt Assoc	23

Dyn Corp Off-Site Labor	
Project Manager	38
Admin Mgmt Assoc	19
Dyn Corp On-Site Labor	608
TOTAL CONTRACT YEAR 2 LABOR	715
TOTAL CLIN 0001 YEAR 2 AND 3	2,344

0002	CLIN	sec class: U	1	NSP
			LO	NSP

noun: DATA-EXHIBIT A
acrn: AA nsn: N
site codes pqa: D acp: D fob: D
pr/mipr data: GYDFS987200023
 GYDFS987200023-01

type contract: Y

descriptive data:
The contractor shall provide data in accordance with Contract Data Requirements List (CDRL), DD Form 1423, dated 11 February 98, attached as Exhibit A. The price of this CLIN is included in the price of CLIN 0001 above.

0004	CLIN	sec class: U	1	\$ 8,374.79
			LO	\$ 8,374.79

noun: TRAVEL AND COMPUTER SERVICES
acrn: AA nsn: N
site codes pqa: D acp: D fob: D
pr/mipr data: : GYDFS987200023
 GYDFS987200023-01

type contract: S

descriptive data:
The contractor shall provide Travel/Computer Services required in the performance of CLINs 0001, and 0002 above pursuant to Special Contract Requirement H-011 of the basic contract entitled "Payment Provisions for Materials/Computer Services/ Travel/Subcontracting". This CLIN is fully funded in the amount of \$8,374.79.

3. SECTION F

<u>Item No</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch acrn: AA ship to: U	1	29 Mar 1999

descriptive data:

The period of performance shall be for twelve months after receipt of order, 30 Mar 1998 through 29 Mar 1999.

0002	CLIN Del Sch acrn: AA ship to: U	1	ASREQ
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descriptive data:

Period of performance shall be concurrent with CLIN 0001.

0004	CLIN Del Sch acrn: AA ship to: U	1	ASREQ
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descriptive data:

Period of performance shall be concurrent with CLIN 0001.

4. SECTION G

<u>ACRN</u>	<u>Acct Class data</u>	<u>Appropriation/Lmt Subhead/CPN Recip DODAAD</u> <u>Supplemental Accounting Classification</u>	<u>Obligation Amount</u>
AA	ACCOUNT ESTABLISH UNCLASSIFIED 5783600 298 3620 654596 366100 592IE 64226F 503000 pr/mipr data: GYDFS987200023 GYDFS987200023-01	F03000	\$96,518.56

descriptive data:

The fund cite appears as follows on the PR:

5783600 298 3620 654596 366100 592IE 64226F 503000 F03000

5. SECTION H

a. In accordance with AF FAR Sup 5352.245-9000, Base Support (Jul 1992), base support will be provided by ASC/YDI for the following items:

Office space, office furniture, access to computers and office electronic equipment, i.e. fax, printer, reproduction equipment etc.

b. In accordance with Special Contract Requirement 5252-232-9305, "Limitation of Government's Obligation - Time and Materials" the ceiling price of this order for CLINs 0001, and 0002 is \$88,143.77 of which \$88,143.77 is available and obligated.

6. SECTION I

In accordance with FAR Clause 52.232-22, "Limitation of Funds" (Apr 1984), Section I of the basic contract, the estimated cost of CLIN 0004 is \$8,374.79. The amount presently available and allotted to this cost-reimbursable effort is \$8,374.79.

7. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch 1	Statement of Work dated 12 February 1998 for Acquisition Logistics Functional Support for the B-1B System	3
Atch 2	Contract Security Classification DD Form 254 dated 10 February 98	3
Exhibit A	Contract Data Requirements List (CDRL) dated 11 February 1998	4

**Statement of Work
for
Acquisition Logistics Support Contract**

1.0 OBJECTIVE

The objective of this procurement is to obtain specialized acquisition logistics functional support for the B-1B system.

2.0 PURPOSE

Provide analyses/support in the determination and establishment of an orderly process for identifying, prioritizing, investigation and recommending resolutions for significant problem areas.

3.0 SCOPE

This effort includes the gathering, processing and tracking of program data. It involves the functional elements of Design Interface and Logistics Support Analyses.

3.1 Location of Work

Work shall mainly be performed at Wright-Patterson Air Force Base, OH.

3.2 Travel Requirements

The Contractor shall travel to USAF bases, contractor's and subcontractor facilities. (DI-MGMT-80368, SEQ A002)

4.0 WORK TO BE ACCOMPLISHED

4.1 Provide logistics analyses support as required for identification, tracking, statusing, validating and recommendations of corrective actions on current and emerging field problems impacting B-1B safety, supportability and operational capability. Provide in-house verification/validation of Source Data from field units. Analytical and coordination tasks shall include the following subparagraphs. (II-MGMT-80368, SEQ A002; DI-MISC-80508/T, SEQ A004)

4.1.1 Investigate and analyze logistics concerns relating to schedule, supportability and cost effectiveness of B-1B SPO initiatives.

4.1.2 Perform analyses and validate all applicable Contractor Source Data. Ensure Contractor Source Data is in working format consistent with government data. Provide trend analyses to SPO Management when adverse trends appear.

4.1.3 Perform analyses and provide the most current available source data to enhance Value Engineering and reduce development, production and operational cost.

4.1.4 Provide in-house verification of Source Data from field units (i.e., MDC, CAMS, REMIS, CSAS, etc.). Provide trend analyses to SPO Management for use by USAF and Prime Contractor personnel.

4.1.5 Maintain coordination with Generic Configuration Status Accounting System (GCAS) to ensure all available systems contain current, valid data.

4.1.6 Provide technical support for conferences, Program Management Reviews (PMRs), Technical Interchange Meetings (TIMs), and working groups to coordinate data analyses efforts to enhance the management decision making process as required.

4.1.7 Perform analyses and evaluations of specific B-1 maintenance action historical data. The contractor will provide analytical assistance, as required, in definition and establishment of an orderly process for identifying, prioritizing, investigation and recommending resolutions for significant problem areas.

4.1.8 Perform analyses using field operational and maintenance data to identify current and emerging system or subsystem problems or trends. Analytical findings and recommendations shall include a preliminary course of action together with a suggested Office of Primary Responsibility (OPR) for problem resolution.

4.1.9 Perform detailed data analyses of fielded systems to identify adverse trends in component failure, logistics support and overall system maintainability. Validate the contractor projected results.

4.2 STATUS ACCOUNTING AND INFORMATION MANAGEMENT SYSTEMS

Provide logistics support for the Joint Computer-Aided Acquisition and Logistics Support (JCALS) system and paper less CDRL delivery systems (PCDS) as required by balancing timely access to accurate information and controlling product modification over a products life cycle. (DI-MGMT-80368, SEQ A002; DI-MISC-80508/T, SEQ A004)

4.2.1 Participate in the implementation of the PCDS and JCALS. Provide technical assistance for the interface of logistics data bases with JCALS, and assist in the extraction of logistics data from JCALS accessed data bases to support studies and analysis.

4.2.2 Provide logistics support for the various stand-alone and network accessed information systems containing data used in the B-1 SPO.

4.2.3 Verify and administer data contained or entered into various PCDS and JCALS accessed data bases.

4.2.4 Maintain coordination between commodity data as processed at other B-1B ALC's in accordance with B-1B commodity policies/procedures.

4.2.5 Participate in B-1B PCDS and JCALS related telecons, video telecons and meetings.

4.2.6 Coordinate all B-1B PCDS and JCALS data activities between all JCALS sites.

4.2.7 Recommend B-1B PCDS and JCALS upgrades.

4.2.8 Maintain interface of B-1B PCDS in relation to Local Area Network/Wide Area Network.

4.2.9 Train other B-1B PCDS sites on B-1B PCDS.

4.2.10 Perform evaluation and review of the B-1B PCDS work flow process.

4.3 REVIEW PARTICIPATION

The contractor shall interface as required with Air Force organizations (AFMC, ASC, other ALCs, ATC, and Using Commands), associate contractors, and other Air Force designated personnel. Participation in reviews and other meetings may be required to support this task order. The contractor shall support the following types of meetings: (DI-ADMIN-81373, SEQ A001; DI-MGT-803 SEQ A002)

Program Management Reviews
Technical Coordination Meetings
Technical Interchange Meetings
Meetings in Support of Special Studies

Integrated Logistics Support Management Meetings
PCDS Site Surveys/Software Installations

5.0 PROGRAM CONTROL

5.1 Security

The contractor personnel shall require a Secret security clearance in order to have access to and handle classified documents and TOs. The contractor shall comply with all appropriate security regulations in handling classified material.

5.2 Reports/Data Other Deliverables

All data/reports and deliverables shall be delivered in accordance with the Contract Data Requirements List (CDRL) DD Forms 1423. (DI-ADMIN-81373, SEQ A001; DI-MGMT-80368, SEQ A002; DI-ADMIN-80447, SEQ A003; DI-MISC-80508/T, SEQ A004)

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>Secret</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>Secret</div>			
<div>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</div>				<div>3. THIS SPECIFICATION IS: (X and complete as applicable)</div>			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-97-D-2008/0016</div>		<div>Exp: 99 03 06</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div>98 02 10</div>		<div>Date (YYMMDD)</div>	
<div>b. SUBCONTRACT NUMBER</div>				<div>b. REVISED (Supersedes all previous specs)</div>		<div>Revision No.</div> <div>Date (YYMMDD)</div>	
<div>c. SOLICITATION OR OTHER NUMBER</div>		<div>DUE Date (YYMMDD)</div>		<div>c. FINAL (Complete Item 5 in all cases)</div>		<div>Date (YYMMDD)</div>	
<div>4. IS THIS A FOLLOW-ON CONTRACT?</div> <div>YES</div> <div>X</div> <div>NO. If Yes, complete the following:</div> <div>Classified material received or generated under (Preceding Contract Number) is transferred to this follow-on contract</div>							
<div>5. IS THIS A FINAL DD FORM 254?</div> <div>YES</div> <div>X</div> <div>NO. If Yes, complete the following:</div> <div>In response to the contractor's requested dated retention of the identified classified material is authorized for the period of</div>							
<div>6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)</div>							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>H J Ford Associates, Incorporated</div> <div>2940 Presidential Drive</div> <div>Suite 250</div> <div>Fairborn, Ohio 45324</div>		<div>b. CAGE CODE</div> <div>OKJH3</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>Director of Industrial Security</div> <div>Northeast Region, Suite 110</div> <div>1040 Kings Highway North</div> <div>Cherry Hill, New Jersey 08034-1908</div>			
<div>7. SUBCONTRACTOR</div>							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
<div>8. ACTUAL PERFORMANCE</div>							
<div>a. LOCATION</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
<div>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</div> <div>Provide on-site acquisition logistics support for the B-1B SPO</div>							
<div>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</div>				<div>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</div>			
<div>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</div>				<div>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</div>			
<div>b. RESTRICTED DATA</div>				<div>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</div>			
<div>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</div>				<div>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</div>			
<div>d. FORMERLY RESTRICTED DATA</div>				<div>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</div>			
<div>e. INTELLIGENCE INFORMATION</div>				<div>e. PERFORM SERVICES ONLY</div>			
<div>(1) Sensitive Compartmented Information (SCI)</div>				<div>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</div>			
<div>(2) Non-SCI</div>				<div>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</div>			
<div>f. SPECIAL ACCESS INFORMATION</div>				<div>h. REQUIRE A COMSEC ACCOUNT</div>			
<div>g. NATO INFORMATION</div>				<div>i. HAVE TEMPEST REQUIREMENTS</div>			
<div>h. FOREIGN GOVERNMENT INFORMATION</div>				<div>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</div>			
<div>i. LIMITED DISSEMINATION INFORMATION</div>				<div>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</div>			
<div>j. FOR OFFICIAL USE ONLY INFORMATION</div>				<div>l. OTHER (Specify)</div>			
<div>k. OTHER (Specify)</div>				<div>Notification of Government security activity required.</div>			

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

ASC/PA, 1865 Fourth Street, Suite 15, Wright-Patterson AFB, Ohio 45433-7129, by applicable program office.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

- a. For Official Use Only (FOUO) applies. See addendum for details.
- b. Ref Blk 11a: Releasing activity will furnish complete classification guidance for the service to be performed.
Contractor performance will be in Bldg 556, WPAFB OH
- c. Ref Blk 11.1: The Notification of Government Security Activity and Visitor Group Security Agreement apply. See contract clause number 5352.204-9000 for details.
- d. Functional Area Evaluator: Maj Ken McNaulty, ASC/YDI, (937) 656-5082.
- e. Functional Area Chief: Ms Majorie Radford, ASC/CDSY, (937)255-8526.

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

Ref Blk 111: Contractor performance will occur on Wright-Patterson AFB, Ohio. The Defense Security Service is relieved of inspection responsibility for contractor performance on the installation. ASC/SYSP will retain security oversight.

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (Include Area Code)

Margaret Yarrington

Contracting Officer

(937) 255-7003, ext 4652

d. ADDRESS (Include Zip Code)

ASC/CDSK, Area B, Building 11A
1970 Monahan Way, Room 123
Wright-Patterson AFB, Ohio 45433-7208

e. SIGNATURE

Margaret Yarrington

17. **REQUIRED DISTRIBUTION**

- ☒ a. CONTRACTOR
☐ b. SUBCONTRACTOR
☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
☐ e. ADMINISTRATION CONTRACTING OFFICER
☒ f. OTHERS AS NECESSARY

ASC/SYSP

Am 10 Feb 98

FOR OFFICIAL USE ONLY

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. **MARKING:**

a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).

b. In a classified document, mark:

- An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.

- The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.

- "FOUO" at the bottom of each page that has FOUO but not classified..

- If a classified document also contains FOUO information or if the classified material become FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.

c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.

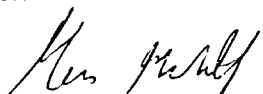
f. Any FOUO material released to a contractor by a DOD User Agency must have the following statement on the front page or cover: **THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. EXEMPTION(S) _____ APPLY.**

3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.

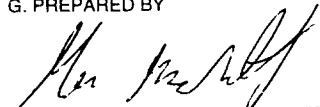
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other DSN teletype lines without encryption.

5. **RELEASE:** FOUO information shall not be released outside the contractor's facility except to representatives of the DOD.

6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by an method which will preclude its disclosure to unauthorized individuals.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					F Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defence, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY TDP TM OTHER			
D. SYSTEM / ITEM			E. CONTRACT / PR NO. F33657-97-D-2008/0016		F. CONTRACTOR H J Ford, Inc.			
1. DATA ITEM NO. A0001	2. TITLE OF DATA ITEM PRESENTATION MATERIAL				3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-81373			5. CONTRACT REFERENCE TASK ORDER PARA 4.3, 5.2		6. REQUIRING OFFICE			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION SEE BLK16		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE	b. COPIES		
						Draft	Final	
							Reg	Repro
16. REMARKS BLK 12: TO BE DELIVERED AS REQUIRED.					ASC/YDI	0	1	0
					15. TOTAL ----->	0	1	0
G. PREPARED BY 			H. DATE 20 FEB 98	I. APPROVED BY KEN McNULTY, MAJ, USAF DEPUTY CHIEF, INTEGRATION DI		J. DATE 11 Feb 98		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						F Approved Order No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY TDP TM OTHER				
D. SYSTEM / ITEM			E. CONTRACT / PR NO. F33657-97-D-2008/0016		F. CONTRACTOR H J Ford, Inc.				
1. DATA ITEM NO. A0003		2. TITLE OF DATA ITEM FINAL REPORT			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-80447			5. CONTRACT REFERENCE TASK ORDER PARA 5.2		6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY ONE/R		12. DATE OF FIRST SUBMISSION			
8. APP CODE A				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION SEE BLK16		14. DISTRIBUTION	
						a. ADDRESSEE		b. COPIES	
								Draft Final Reg Repro	
16. REMARKS BLK 4: CONTRACTOR FORMAT ACCEPTABLE. BLK 14: DRAFT 30 DAYS PRIOR TO END OF ORDER. GOVERNMENT COMMENTS DUE 15 DAYS PRIOR TO END OF ORDER. FINAL REPORT DUE END OF ORDER.						ASC/YDI		0 1 0	
						ASC/CDSY		0 1 0	
						15. TOTAL ----->			
G. PREPARED BY 			H. DATE 20 Feb 98		I. APPROVED BY KEN McNULTY, MAJ, USAF DEPUTY CHIEF, INTEGRATION DI		J. DATE 11 Feb 98		

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST

F Approved
Order No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defence, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT	C. CATEGORY TDP TM OTHER				
D. SYSTEM / ITEM		E. CONTRACT / PR NO. F33657-97-D-2008/0016		F. CONTRACTOR H J Ford, Inc.			
1. DATA ITEM NO. A0004	2. TITLE OF DATA ITEM TECHNICAL REPORTS - STUDY/SERVICES			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TASK ORDER PARA 4.1, 4.2, 5.2		6. REQUIRING OFFICE			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE SEE BLK16	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK16	a. ADDRESSEE	Draft	b. COPIES Final Reg Repro	
16. REMARKS BLK 4: CONTRACTOR FORMAT ACCEPTABLE. BLK 7: MEMORANDUM GENERATED AND SIGNED BY ON-SITE ANALYST. REPRESENTATIVE MAY BE USED TO TRANSMIT DATA. BLK 10, 11, AND 12: SUMITTAL AND "AS OF" DATES FOR THE DATA SHALL BE DETERMINED BY THE SUSPENSE DATE APPLIED TO THE TASK AT THE TIME IT IS REQUIRED.				ASC/YDI	0	1	0
				15. TOTAL ----->			
G. PREPARED BY 		H. DATE 20 FEB 98	I. APPROVED BY KEN McNULTY, MAJ, USAF DEPUTY CHIEF, INTEGRATION DI		J. DATE 11 Feb 98		

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE	
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